

REDCOM SOUTHWEST PURCHASE/MATERIAL REQUEST

From: Training	Date Submitted:		Required Date:		Priority:	15
Complete Description	Stock Number	QTY	U/I	U/P	EXT PRICE	
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
Contractor (ORDERING ADDRESS)		Total:			\$	-
		Department Head Signature				Date
Procurement justification:						
BELOW INFORMATION TO BE COMPLETED BY Purchase Card Holder ONLY						
SCREENED FOR AVAILABILITY FROM MANDATORY SOURCES (FAR PARA 8.001)						
	Mandatory Agencies			Web sites for screening	Status (Circle One)	
First	NATIONAL INDUSTRIES FOR THE BLIND AND OTHER SEVERELY HANDICAPED (NIB/NISH) JWOD			http://www.nib.org / www.nish.org http://www.unicor.gov/ http://www.fss.gsa.gov/	avail or unavail	
Second	FEDERAL PRISON INDUSTRIES (FPI)				avail, unavail, waiver	
Third	FEDERAL SUPPLY SCHEDULES (FSS) : Expiration Date: _____				avail or unavail	
HAZMAT:	YES / NO	Item on AUL List: YES / NO	MSDS on file: YES / NO	MSDS Location:		
Signature of Purchase Card Holder				Date of Order ONLY		
FUNDS ARE PROPERLY CHARGEABLE AND AVAILABLE FOR THE REQUESTED ITEMS						
Approving Officer ONLY:				Date		
Material Received by:						
Print (Last, First Name)		Signature			Date	